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Report for Week Ending 7 November 1956
from
RECORDS DISPOSITION BRANCH

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Project 6-40 - Office of Central Reference

No change from previous report. Project is 48% complete.

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Project 6-62 - Special Register

File system has been installed in the Information Staff establishing them as the office of record for their function which eliminated duplicate files maintained by the Chief, Special Register. Established procedures prescribed in Agency Correspondence Handbook pertaining to the use colored paper for denoting record copies and chrono copies of outgoing correspondence. Project is 40% complete.

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General Information

Mr. [REDACTED] OCR Library, states that OTR has expressed interest in retention of the Human Relations Area Files by the Agency. The Library will suspend negotiations already started with Yale for return of the files to that institution.

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The Commanding Officer, [REDACTED] has asked the Records Center to define its role in the emergency plan for that station. This information would become a part of the new emergency plan being developed for [REDACTED]

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Real Estate and Construction Division, OL, has requested our comments on final drawings for the Records Center addition. The contract will call for completion of construction 180 calendar days after award.

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